

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department on Disability Services

★ ★ ★



Administration or Office: Department on Disability Services	Policy Number: DDS 14.9
Responsible Program or Office: Deputy Administrator for Administration	Number of Pages: Two (2)
Date of Approval by the Director:	Number of Attachments:
Effective Date:	Expiration Date, if Any:
Supercedes Policy Dated: November 11, 2006	
Cross References and Related Policies:	
Subject: Payment and Invoice Certification Policy	

1. PURPOSE

The purpose of this policy is to establish the standards and procedures that govern how DDS certifies invoices and electronically processes payment for consumer goods or services encumbered with the appropriated funds.

2. APPLICABILITY

This policy applies to all employees (FTE and Contract) assigned to DDS.

3. AUTHORITY

The authority for this policy is established in the Department on Disability Services as set forth in D. C. Law 16-264 "Department on Disability Services Establishment Act of 2006," effective March 14, 2007 (D. C. Official Code § 7-761.01 et seq.); and D. C. Law 2-137, the "Mentally Retarded Citizens Constitutional Rights and Dignity Act of 1978" effective March 3, 1979 (DC Code § 7-1301.01 et. seq) The Procurement Act of 1985, as amended DC Official Code § 2-301.01 seq; Anti-Deficiency Act.

4. DEFINITIONS

Anti-Deficiency Act – The D.C. Law which mandates that "no government officer or employee may authorize or create an obligation in excess of funds available or in advance of appropriations."

Appropriated funding - The Budget that has been approved by Congress and financed by general District Revenues and the Federal payment to the District.

Encumbrance – Funds committed for the payment of goods and services ordered but not yet received.

5. POLICY

It is the policy of DDS to ensure that expenditures paid with appropriated funds cannot be paid with federal or other funds and will not be paid simultaneously with federal or other funds for the same service. Invoices will be paid in accordance with pre-established rates and/or agreements. Also, DDS must ensure that vendors are paid 30 days upon receipt of the received original invoice by the OCFO.

6. RESPONSIBILITY

The responsibility for this policy is vested in the Director, Department on Disability Services, and the implementation of this policy is the responsibility of the Deputy Director for Administration.

7. STANDARDS

In order to ensure compliance with this policy DDS has adopted the following standards:

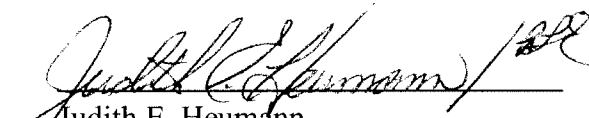
- A. DDS Office of Administration will develop procedures for processing requests for goods and services in accordance with the Office of Chief Financial Officer (OCTO).
- B. The Prior Authorization Unit will serve as the single point of contact to verify request for goods and services identified to be paid with appropriated funding dollars are a funding source.
- B. Establish procedures for processing all invoices that are encumbrance and court-ordered submitted for payment within the thirty-day (30) process cycle.


8. PROCEDURES

In order to ensure compliance with this policy DDS has adopted the following operational procedures:

- 1. Vendors send all invoices to DDS/OCFO – Accounts Payable
- 2. OCFO sends invoices to DDS point persons to be certified
 - a. 1125 15th Street – Pamela Hardy
 - b. 810 First Street – Gail Edwards

3. Within 24 hours of receipt, invoices will be scanned and logged into MCIS by Administrative Staff and data will be entered as follows: Invoice number, date from CFO and Invoice date.
4. Once Administrative Staff have uploaded and entered information as contained in step 3 above, an email will be automatically generated and sent to the COTR for the particular provider indicating an invoice has come in. The email will contain a link to the invoice module.
5. Within 24-48 hours of receipt of the invoice via e-mail, the COTR will review the attached invoice and review the MCIS invoice total to ensure it matches with the scanned invoice. The COTR is confirming the following:
 - a. Total invoice total is consistent with MCIS invoice total.
 - b. This will ensure rates are correct and total number of consumers on invoice is accurate
6. After the COTR determines the invoice is accurate, the COTR will (within 24-48 hours of receipt of the invoice via e-mail), click the invoice approved button.
7. An invoice report will be generated and automatically emailed to the PASS Receiver.
8. Within 24-48 hours of receipt of the invoice via e-mail, the Receiver will receive the items in PASS.
9. Once the items has been placed in PASS, within 24-48 hours of receipt of the invoice via e-mail, the Receiver will then go into MCIS and enter the PASS receipt # and PASS PO # onto the invoice screen.
10. An email will be generated to the CFO and will contain an approved invoice report. (the "To CFO" data entry box will be populated with the date the email was sent to the CFO). The invoice report will contain the following information: Provider Name, Invoice #, date from CFO, Date to CFO, Invoice date, Total amount of invoice, PASS PO #, PASS receipt number.
11. The Invoice Report will be reviewed daily by Administration to ensure timely submission of all receiving reports for invoices to the CFO within ten (10) days of receipt. (The 30-day turnaround includes all CFO + DDS time.)


Judith E. Heumann
Director


Date